

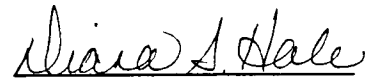
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Issue A

Effective: 7/1/95

Policy Reference: P-27-95  
Manual Number: 5-3

Approved:

  
City Administrator  
Mayor

## CELLULAR PHONES

### A. PURPOSE

The acquisition and use of cellular phones by City Departments shall be in accordance with this procedure. The purpose of the procedure is to ensure cellular phones are used in the most expeditious manner and to provide guidelines in the acquisition and use of such equipment.

### B. ACQUISITION

The purchase and/or installation of city-owned cellular phones shall be approved by the Department Head. It shall be the responsibility of the Department Head to ensure that sufficient funds are budgeted for the purchase and monthly operational costs associated with such equipment prior to its use.

### C. USE OF CITY-OWNED CELLULAR PHONES

1. Cellular phones may be provided to various departments to enhance normal and emergency operations. Employees assigned cellular phones shall use them exclusively for the conduct of municipal business.
2. Only city officials, employees and/or qualified volunteers shall be authorized to use City-owned cellular phones.
3. All cellular phones are a public resource and therefore, will not be misused for personal telephone calls. Personal business at work wastes this resource, ties up available phone lines and could prevent prompt reporting or attention to emergencies.
4. The general use of cellular phones shall not be in lieu of more cost effective, practical and available means of communications.
5. The person assigned to use a cellular phone must exercise discretion as to who has access to the cellular phone number in an effort to minimize phone usage cost while maintaining department service capabilities.

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6. Cellular phones may be used for personal reasons only in an emergency situation when no other immediate means of communications is available to the employee. In such event, the employee shall reimburse the City for the cellular phone charge incurred. This practice shall apply to both incoming and outgoing cellular phone calls.
7. It is the responsibility of the Department Head or designee to provide for a routine examination of cellular phone billing summaries to ensure proper use of such equipment.

**D. USE OF EMPLOYEE-OWNED CELLULAR PHONES**

The City may at its discretion allow employees to utilize its cellular phone service plan provided the Model Personal Cellular Phone Agreement that is attached as Appendix A to this administrative procedure is executed.

**E. ADMINISTRATION**

The City Administrator or designee shall be responsible for the Administration of the Cellular Phone Administrative Procedure.